

**WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, MARCH 19, 2014**

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, March 19, 2014, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

**** Members Present:** Pat Curry, Terry Albers, Dan Reigstad, Sandy Gardner, and Dan O'Meara.

**** Members Absent:** Richard Kacher, and Don Cole.

**** Others Present:** Dan Ahlquist, Ron Buchanan, Brian Negan- Maximum Cruise Aviation, Eric Rudningen- Eric's Aviation Services, Kevin Carlson- Bolton and Menk, and Megan DeSchepper- Planner/Airport Manager.

2. MINUTES: The minutes of the January 15, 2014 meeting were approved as presented.

3. AIRPORT UPDATES: Eric Rudningen, of Eric's Aviation Service, the Airport Operations Supervisor, updated the Airport Commission on various aspects of Airport Operations. Mr. Rudningen noticed the water around the localizer building and opened up the clogged culvert near the building that helped the pooling water dissipate. Kevin Carlson, of Bolton and Menk, told the Commission that tiling and drainage work around the localizer building is on the Airport CIP and funding will likely be available from MNDOT for those improvements. Quotes had been obtained for the project late fall 2013 but came in quite high. The project will be rebid this spring.

In February, Mr. Rudningen with assistance from Public Works and the bucket truck cleaned the smoke detectors in the FBO building and replaced some light bulbs. The detectors were giving false alarms due to dirt and grime. Mr. Rudningen commended Public Works and their exemplary work keeping the runway clear this winter.

There is a startup flying club at the Airport; they've had two initial meetings. And through fliers at the airport and word of mouth the interest is increasing. They are working on how the membership would operate and an aircraft for members use etc. They would be a non-profit organization and may look into options for hangar rental at reduced rate from the Airport Commission in the future.

Life Link III's water line to their office froze during one of the recent cold spells.

The beacon is not working at this time, but the parts are in, Mr. Rudningen will install the new parts once weather permits.

Mr. Carlson stated that the MALSR MNDOT project will commence in July or August, MNDOT had two quotes come in regarding the project.

Staff updated the Commission that the new City Engineer/Public Works Director, Sean Christiansen has started and as has been in the past he will eventually be the Department Head overseeing the Airport Manager.

4. MINIMUM STANDARDS DISCUSSION CONTINUED: The Commission discussed Section 4-6 item #4 regarding access to private hangars by the Airport Manager. The Commission recommended that that section be rewritten so that access would be via a scheduled appointment and as per the land lease. As the hangars are privately owned the Commission felt unlimited key access by the Airport Manager would be inappropriate.

The Airport Commission discussed fire extinguishers and somewhere in the document it lists two extinguishers by each gas tank. And suggested that whatever is required be included and then met on site.

Staff went over several areas that are not currently in the Minimum Standards for aeronautical activity but inquired if the Commission would like them included such as lease information, vehicle access, signage for controlling access, ag spraying, ultra-light usage etc. Mr. Rudningen and Staff will draft up additional provision regarding the items listed above for review by the Commission at the next meeting.

5. MISCELLANY: Mr. Rudningen reminded the Commission that private fuel tank storage has some requirements as listed in the Minimum Standards document, including a limit of 119 gallons. A letter will be going out to the private land lease hangar owners reminding them of the requirements.

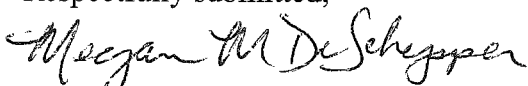
Mr. Carlson inquired about the Willmar Area Joint Airport Zoning Board and if they've met and are current. Staff stated that they have not had need to meet in some time and is not sure about the membership. Mr. Carlson recommended updating the Board and making sure the membership is current etc.

Mr. Carlson also updated the Commission on the grass runway. Once weather permits the runway will be examined and seeded/fertilized as needed to meet the contract requirements. The plan is that the grass runway would be in operation this summer.

Mr. Carlson reminded the Commission the MCOA annual conference is in April if anyone is interested in attending.

6. There being no further business to come before the Commission the meeting adjourned at 5:23 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager